

**UNITED STATES TRUSTEE'S
MONTHLY OPERATING REPORT WORKSHOP
JANUARY - DECEMBER 2005**

Presented by: Nancy Dennison, CPA Karen Muir, CPA
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 Regional Bankruptcy Analyst, San Francisco Bankruptcy Analyst, Oakland

Areas Covered: You will receive a basic review of how to complete the monthly operating reports required by the United States Bankruptcy Court for the Northern District of California and the United States Trustee, Department of Justice for Chapter 11 Debtors-in-Possession and Trustees and Chapter 7 Trustees with operating cases.

- Purpose of Monthly Operating Reports
- Instructions on how to get started
- Review of all schedules in the Monthly Operating Report
- Review of the U. S. Trustee's audit checklist
- Review of the U. S. Trustee's index of standard compliance

Prerequisite: Working knowledge of bookkeeping, including basic understanding of the balance sheet, income statement, and cash flow analysis.

Course Level: Basic

Course Schedule: **SAN JOSE** courses are held at 280 South First Street, Room 269, from 10:00 A.M. to 12:00 Noon, on the following dates:

January 14	April 15	July 15	October 21
February 11	May 13	August 12	November 18
March 11	June 10	September 16	December 9

SAN FRANCISCO courses are held at 235 Pine Street, Suite 700, from 10:00 A.M. to 12:00 Noon, on the following dates:

January 7	April 7	July 15	October 7
February 4	May 6	August 5	November 4
March 4	June 3	September 16	December 2

OAKLAND courses are held at 1301 Clay Street, Room 690N, from 10:00 A.M. to 12:00 Noon, on the following dates:

February 11	May 13	September 16	December 9
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Cost: Free to anyone interested in bankruptcy financial reporting.